DOCUMENT RESUME

ED 033 546 EF 003 565

TITLE	Pentagon. Civil Defense and Fire Instructions. Part 2: Shelter Management.
INSTITUTION	Office of the Army Headquarters Commandant, Washington, D.C. The Pentagon.
Pub Date	14 Jun 65
Note	32p.
Available from	Office of the Army Headquarters Commandant, Military District of Washington, U.S. Army, The Pentagon, Washington, D.C. 20310
EDRS Price	EDRS Price MF-$0.25 HC Not Available from EDRS.
Descriptors	Administrative Personnel, Building Operation, Coordination, Criteria, Decision Making, Facilities, *Facility Guidelines, *Fallout Shelters, Food Handling Facilities, Group Structure, Health Facilities, Interaction, *Management, Medical Services, Organizations (Groups), Planning, Radiation Effects, Sanitation, *Scheduling, Supervisory Activities, *Supplies

Abstract

This instructional guide to civil defense shelter management is given as an aid tc shelter survival techniques rather than to shelter comfort. The basis, purposes, and organization of shelter administration are outlined, with instructions on--(1) shelter management, (2) shelter teams and functions, (3) supplies and lccations, and (4) daily shelter scheduling. A section on shelter functions and regulations deals with--(1) feeding, (2) sleeping, (3) sanitation and medicine, (4) radiclogical defense, and (5) ccmmunications. Example schedules are also given. (TG)

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PART II

SHELTER MANAGEMENT

PENTAGON

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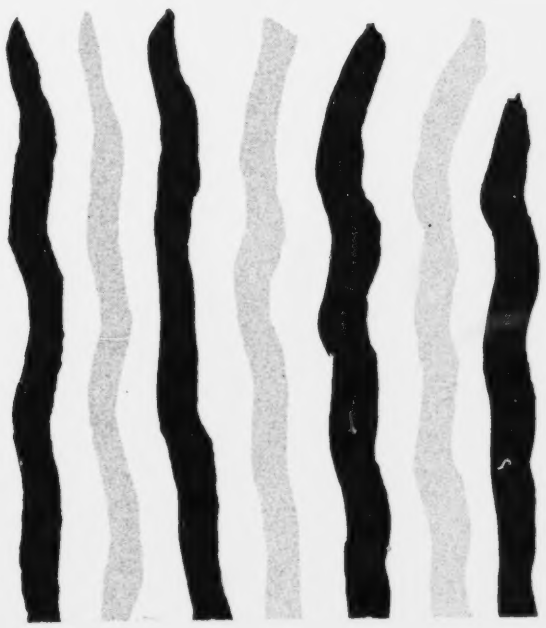

CIVIL DEFENSE AND FIRE INSTRUCTIONS

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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OFFICE OF THE ARMY HEADQUARTERS COMMANDANT
MILITARY DISTRICT OF WASHINGTON, U.S. ARMY
THE PENTAGON
WASHINGTON, D. C. 20310

14 June 1965

PENTAGON CIVIL DEFENSE AND FIRE INSTRUCTIONS

T A B L E O F C O N T E N T S

			Paragraph	Page
SECTION	I.	AUTHORITY	1	1
	II.	PURPOSE	2	2
	III.	ORGANIZATION	3	3
	IV.	SHELTER MANAGERS	4-7	4
		Shelter Managers	4	4
		2nd Floor Warden	5	4
		5th and 4th Floor Warden Organizations	6	4
		All Floor Wardens	7	4
	V.	REGISTRATION OF SHELTEREES	8	5
	VI.	SHELTER TEAMS AND FUNCTIONS	9-13	6-21
		Feeding	9	6-9
		Sleeping	10	10-11
		Sanitation and Medical	11	12-17
		Radiological Defense	12	18-20
		Communications	13	21
	VII.	SUPPLIES AND LOCATIONS	14-15	22-23
		Supply Areas	14	22-23
		Supplies to be Drawn from Supply Points	15	23
	VIII.	TRAINING	16	24
	IX.	GENERAL	17	25
	X.	ANNEX A (Daily Schedule)		26-29
		ANNEX B (Shelter Registration Form)		30

PENTAGON CIVIL DEFENSE SHELTER MANAGEMENT INSTRUCTIONS
PART II

SECTION I AUTHORITY.

1. In accordance with memorandum instructions from the Office of the Secretary of Defense.

SECTION II PURPOSE.

2. To provide instructions for the management of the fallout shelter areas during occupancy in a civil defense emergency. These instructions primarily concern those functions related to the reception of personnel in the shelter areas and for their protection and care while therein. Shelter functions involved include management, communications, radiological monitoring, feeding, sleeping, sanitation, and training. The primary objective of these instructions is for survival rather than comfort.

SECTION III ORGANIZATION.

3. The Pentagon Civil Defense Warden Organization will also assume the duties of shelter management and will develop the necessary organization to accomplish the responsibilities for shelter management, feeding, sleeping, health and sanitation, radiological monitoring, communications, and training, as required by this plan and separate instructions.

SECTION IV SHELTER MANAGERS.

4. Shelter Managers. The following are designated as shelter area managers and are responsible for organizing and supervising personnel required to perform the functions outlined in Sections III and VI.

a. Chief building warden and alternate.

b. Floor wardens and alternates.

c. Sector wardens and alternates.

d. Ring wardens and alternates.

5. The Second Floor Warden: Will be responsible for organizing personnel and providing services outlined in Sections III and VI for the Concourse which has been designated as a public shelter to accommodate personnel located in the immediate Pentagon area.

6. Fifth and Fourth Floor Warden Organizations: Will coordinate all warden responsibilities with each other since fifth floor personnel take shelter on the fourth floor. Fifth floor organization personnel will function as assistants to their fourth floor counterparts.

7. All Floor Wardens: Will be responsible for the overall supervision of the shelter teams and functions affecting their floors as outlined in Section VI.

SECTION V REGISTRATION OF SHELTEREES.

8. Ring wardens are responsible for the registration of all shelterees within their assigned areas of responsibility. Registration will be accomplished on form attached as Annex B which may be reproduced locally. Completed forms will be retained by ring wardens until otherwise collected by proper authority.

VI SHELTER TEAMS AND FUNCTIONS.

9. Feeding.

a. Objectives:

(1) To control food distribution in keeping with available supplies.

(2) To maintain sanitation in the feeding area.

b. Organization:

Floor wardens will organize, as a minimum, one feeding team for each ring to include the shelter areas therein.

c. Responsibilities: Feeding teams will be responsible for:

(1) Obtaining food and water from sector wardens and issuing same to personnel in their shelter areas.

(2) Sector wardens will organize personnel as required to dispense food and water to ring wardens from the storage areas indicated in Section IX.

d. Operating Procedures for Feeding Teams:

(1) Food and water shall be rationed to last through the shelter stay (based on minimum of 14 days occupancy).

(2) Feeding teams will issue food and water to shelterees individually as follows:

FOOD

(a) Breakfast - eight $2\frac{1}{2}$" x $2\frac{1}{2}$" or ten 2" x 2" biscuits per person.

(b) Lunch - eight $2\frac{1}{2}$" x $2\frac{1}{2}$" or ten 2" x 2" biscuits per person.

(c) Dinner - ten $2\frac{1}{2}$" x $2\frac{1}{2}$" or fourteen 2" x 2" biscuits per person.

WATER

(a) Breakfast - 1 cup (6 oz.) per person.

(b) Lunch - 1 cup (6 oz.) per person.

(c) Dinner - 1 cup (6 oz.) per person.

(d) Bedtime - 1 cup (6 oz.) per person.

(3) Cups shall be labeled with the owner's names and stored under the supervision of elected shelter personnel

(4) Extreme caution shall be exercised in the preparation, handling, and serving of food, to prevent illness and diseases.

e. Food supplies are as follows:

(1) Nomenclature.

Food package is a survival biscuit or cracker. These items are similar in taste and appearance to a graham cracker.

(2) Number of Persons Supplied.

The unit of issue is 5 pounds (10,000 calories) per person. The food items will usually be packaged in cases of six $2\frac{1}{2}$ gallon cans and cases of two 5 gallon cans. The case containing the six $2\frac{1}{2}$ gallon cans will provide 10,000 calories per person for 7 persons. The case containing the two 5 gallon cans will provide 10,000 calories per person for 5 persons.

(3) Description.

The two 5 gallon cans contain about 25 pounds of biscuits or crackers. The six $2\frac{1}{2}$ gallon cans contain about 36 pounds of biscuits or crackers. Biscuits and crackers are in two sizes; 2" x 2" and $2\frac{1}{2}$" x $2\frac{1}{2}$". Approximately 92 of the 2" x 2" biscuit or cracker equal one pound. Approximately 65 of the $2\frac{1}{2}$" x $2\frac{1}{2}$" biscuit or carcker equal one pound. The 2" x 2" size contains about 22 calories. The $2\frac{1}{2}$" x $2\frac{1}{2}$" size contains about 30 calories.

Cans should be opened by using the can opener which is packed in the sanitation kit.

f. Water and water containers are as follows:

(1) Nomenclature.

The water container consists of a metal drum and a bag-liner, polyethylene, (4 Mil Double Bag), which is inserted in the drum at time of filling.

(2) Number of Persons Supplied.

70 quarts of drinking water (17.5 gallons) for five persons.

(3) Description.

The assembly consists of a metal drum with removable cover, inside of which is a plastic bag assembly (inner and outer bag) which contains 70 quarts (17½ gallons) of water. The plastic bag is sealed by the use of a wire tie.

(4) Dispensing Instructions.

If the water containers are stacked more than one drum high, it is not necessary to remove the top drum from stack to dispense the water. The steps listed should be followed:

(a) Remove the water purification tablets, iodine, from the Medical Kit. Remove the dispensing spout, plastic cups and lids from the Sanitation Kit.

(b) Remove drum cover.

(c) Unfasten wire ties on both outer and inner bag-liners and drop 10 water purification tablets into the spout of the inner bag.

(d) Replace drum cover and wait five minutes.

(e) Remove drum cover and insert siphon tube about 3/4 of its length through the spout of the inner bag. Agitate water with siphon tube for 30 seconds.

(f) Fasten tube in place, by wrapping spout and tube with wire tie, and replace drum cover.

(g) Wait 20 minutes.

(h) Remove drum cover, unfasten wire tie, pinch end of siphon tube and pull down about 18 inches. This will start the flow of water when the pinch pressure is released.

(i) Start filling individual cups.

(j) If the water in the first cups filled has noticeably strong color pour back through the spout, pinch end of tube to avoid loss of siphoning action and agitate water with tube in drum for 30 seconds.

(k) Resume filling individual cups.

(5) Instructions for Re-using Container as Toilet.

After water drums are empty, they should be turned over to the sanitation teams to be used as toilets.

10. Sleeping.

a. Objectives:

(1) To plan sleeping arrangements in order to minimize the discomforts inherent in the shelter situation.

(2) To supervise arrangements to permit the use of sleeping areas for other purposes during non-sleeping hours.

b. Organization:

Floor wardens will organize, as a minimum, one team for each ring to include the shelter areas therein.

c. Responsibilities:

(1) Assigning sleeping areas according to the shelter areas indicated for the building. Personnel will sleep in rooms, corridors, and any other protected areas.

(2) Maintaining sleeping schedule in accordance with Annex A.

(3) Sector wardens will assist ring wardens in developing the necessary sleeping plans.

d. Operating Procedures for Sleeping Teams:

(1) If it is necessary to sleep on the floor, shelterees shall depend largely upon personal belongings to serve as bedding and protection from the floor. (In such circumstances, the most compact sleeping arrangement is double rows of sleepers, foot-to-foot with narrow aisles between rows of heads. Alternately, adjacent sleepers may sleep head-to-foot in double rows.)

(2) When only open space is available, men shall form sleeping rows at one end, women at the opposite end.

(3) The same sleeping hours shall be observed by all shelter occupants.

(4) To the extent that sleeping equipment and bedding is available, it shall be assigned to those in greatest need.

11. Sanitation and Medical.

a. Objectives:

(1) To protect the health of shelterees by prevention and control of disease.

(2) To provide care for the sick and injured.

(3) To maintain proper sanitary conditions.

b. Organization:

Floor wardens will organize, as a minimum, one Sanitation and one Medical Team for each ring, to include the shelter areas therein.

c. Responsibilities:

(1) Sanitation and Medical teams will be responsible for:

(a) Checking water for potability and food supplies brought into shelter for edibility.

(b) Controlling medical supplies and equipment.

(c) Preventing and/or controlling disease by:

1. Obtaining sanitation and medical kits from sector wardens at designated supply points.

2. Disposing of body waste as necessary.

3. Checking shelterees for illnesses.

(d) Performing duties in accordance with schedule. (Annex A)

(2) Sector wardens will be responsible for issuing sanitation and medical kits to ring wardens for use in their rings and will assist ring wardens in developing the sanitation and medical programs.

d. Operating Procedures for Sanitation and Medical Teams:

(1) Upon entering the shelter, persons with obvious health problems shall be sent to an aid station.

(2) Health and sanitation rules shall be strictly enforced.

(3) A daily sick call shall be held to treat routine complaints.

(4) Latrine areas shall be designated and the toilets shall be assembled. Each area shall have some means for basic hand-cleaning.

(5) Sanitation personnel shall inspect latrine areas regularly and keep them clean.

(6) Shelter floors shall be kept as clean as possible. Each group is responsible for its own area.

(7) Instructions for re-using water drums as toilet.

After water drums are empty, they should be used as toilets, by proceeding as follows:

(a) Cut top seam of inner bag for full width of bag, so that the top is completely open, in the same manner as the outer bag. If no other cutting means are available, use the scissors which is packed in the Medical Kit.

(b) Spread mouth of bags over and down around top opening of drum about 4 inches. Add waste chemical, which is packed in the Sanitation Kit and was used when setting up the first toilet. Place the toilet seat on drum.

(c) Between uses, cover the seat by inverting the drum cover.

(d) When waste is to sanitary fill line, don the polyethylene gloves, close mouth of bags and tie with wire tie. Do not remove filled bags. Place cover on drum.

e. Sanitation supplies are as follows:

(1) Nomenclature.

Sanitation Kit III

Sanitation Kit IV

(2) Number of Persons Supplied.

Sanitation Kit III - 25 persons

Sanitation Kit IV - 50 persons

(3) Description of Contents.

	SANITATION KIT TYPE			
	SK III		SK IV	
NOMENCLATURE	QTY	UNIT	QTY	UNIT
Paper, Toilet Tissue	5	Rolls	10	Rolls
Seat, Toilet, Plastic	1	Each	1	Each
Opener, Can, Hand	1	Each	1	Each
Pads, Sanitary, Heavy duty	1	Dozen	2	Each
Pads, Sanitary, regular	2	Dozen	3	Dozen
Hand Cleaner	1	Can	1	Can
Gloves, polyethylene	1	Pair	1	Pair
Spout, Dispensing, water	1	Each	1	Each
Tie-Wires, Bag Closure	1	Each	1	Each
Cups and Lids, Plastic	40	Each	80	Each
Toilet, Chemical	1	Unit	1	Unit
Bag-liners, Polyethylene, Toilet	1	Each	1	Each
Instruction Sheet	1	Each	1	Each

f. Medical supplies are as follows:

(1) Nomenclature.

Medical Kit A

Medical Kit C

(2) Number of Persons Supplied.

Kit A - 50-65 persons

Kit C - 300-325 persons

(3) Description.

The medical kits contain the following items:

MEDICATION	UNIT ISSUE	QUANTITY KIT A	KIT C
Acetylsalicylic Acid, Tablets USP, 5 gr., 500's (Aspirin)	Bottle	1	
Acetylsalicylic Acid, Tablets USP, 5 gr., 1000's (Aspirin	Bottle		3
Cascara Sagrada Ext., Tablets (Laxative) N.F., 4 gr., 100's	Bottle	1	6
Eugenol, USP, 1 oz. (Toothache Remedy)	Bottle	1	1
Eye, Ear and Nose Drops, ½ oz.	Bottle	3	18
Isopropyl Alcohol, N.F., 1 Qt. (dilute for rubbing alcohol	Can	1	6
Kaolin and Pectin Mixture, 1 Pt. (Diarrhea Medicine)	Bottle	1	6
*Penicillin G, Tablets, USP, 250,00 Units, 100's	Bottle	2	12
Petrolatum, White, USP, 1 lb. (Petroleum Jelly)	Can	1	3
*Phenobarbital Tablets, USP, ½ gr., 500's	Bottle	1	
*Phenobarbital Tablets, USP, ½ gr., 1000's	Bottle		3

MEDICATION	UNIT ISSUE	QUANTITY KIT A	KIT C
Soap, Surgical, 1-3/4 oz. with 2% Hexachlorophene (substitute for antiseptic solution)	Cake	6	36
Sodium Bicarbonate, 1 lb. (Baking Soda)	Can	1	2
Sodium Chloride, USP, 1 lb. (Table Salt)	Bottle	1	2
*Sulfadiazine Tablets, 7-½ gr., 500's	Bottle	1	
*Sulfadiazine Tablets, 7½ gr., 1000's	Bottle		3
Tablets, Water Purification, Iodine, 50's	Bottle	2	12
DRESSINGS			
Bandage, Gauze, Roller 2" x 6 yd., 12's	Package	1	6
Bandage, Muslin, Triangular 37 x 37 x 52"	Each	1	6
Cotton, Purified, 1 lb	Package	1	3
Pads, Gauze Surgical, 4 x 4", 200's	Package	1	6
OTHER			
Applicator, Wood, Cotton Tipped end, ½ x 6", 100's	Package	1	6
Depressor, Tongue, Wood, 100's	Box	1	3
Forceps, Splinter, Tweezer 30½"	Each	1	1
Pin, Safety, 1-½", 12's	Package	3	12
Scissors, Pocket, Straight 4", Double Blunt	Each	1	3

MEDICATION	UNIT ISSUE	QUANTITY KIT A	KIT C
Syringe, Fountain, Plastic and attachment	Each	1	1
Thermometer, Human, Clinical, Oral, Stubby bulb, with case	Each	1	4
FAMILY GUIDE - EMERGENCY HEALTH CARE INSTRUCTIONS	Each	1	3
FALLOUT SHELTER MEDICAL KIT INSTRUCTIONS	Each	1	3

*Use limited to Allied Professional Workers

12. Radiological Defense.

a. Objectives:

To measure radiation dose rates and doses as a basis for assisting the Radiological Defense Officer in determining:

(a) When emergency excursions can be made from the shelter.

(b) When occupancy of the shelter can be terminated.

(c) When occupancy must be terminated.

b. Organization:

(1) The building warden will appoint a Radiological Defense Officer who will be responsible for supervising the radiological defense program for the building to include training.

(2) Floor wardens will organize radiological monitoring teams as follows:

FLOOR	TEAMS
5	2
4	2
3	2
2	2
1	2
Mezzanine	1
Basement	2
Officer's Athletic Center	1
Concourse	1

c. Responsibilities:

Radiological monitoring teams will be responsible for:

(1) Monitoring shelterees who have been exposed to radiation and referring them to First Aid station for treatment, if necessary.

(2) Monitoring water and food supply.

(3) Monitoring shelter areas.

(4) Performing duties in accordance with schedule. (Annex A)

d. Operating Procedures for Radiological Monitoring Teams:

(1) Dosimeters shall be positioned at predesignated locations in the shelter.

(2) A report shall be made to the Radiological Defense Officer on the condition of the instruments and the positioning of dosimeters.

(3) Doors, windows, or other openings shall be checked to assure that they are closed during fallout conditions.

(4) Outside surface monitoring shall be initiated to determine the time of fallout arrival. The Radiological Defense Officer shall be advised when the dose rate begins to increase.

(5) All food, water, and equipment brought to the shelter after fallout arrival shall be monitored to determine if they are safe to use. Contaminated items shall be left outside the shelter or placed in isolated storage near the shelter.

(6) Readings shall be taken at selected locations throughout the shelter and the dose rates shall be recorded and reported to the Radiological Defense Officer. Particular attention shall be given to monitoring any occupied areas close to filters in the ventilating system. The dates and times shall be shown for all readings. These procedures shall be repeated at least once each day or at least once every six hours in the event of a rapid change in the dose rate.

e. Radiation Kits.

Nomenclature.

(1) General kits will be distributed in accordance with the team requirements outlined in paragraph 12b(2) above.

(2) The shelter radiation kit contains instrument instruction, maintenance manuals and necessary batteries.

(3) These kits will be issued separately from the other shelter provisions. Detailed instructions as to the conditions for issue and accountability will be promulgated in separate instructions.

13. Communications.

a. Objective:

To operate an effective internal communications system.

b. Organization:

Floor wardens will organize messenger service for the purpose of maintaining communications with other members of the building warden organization and disseminating information to personnel in shelter areas.

c. Responsibilities:

Floor wardens will establish with sector and ring wardens specific locations in shelter areas to which messages may be directed.

SECTION VII SUPPLIES AND LOCATIONS.

14. Civil Defense emergency supplies consisting of biscuits, water, sanitation kits, and medical kits are located in the following areas and for the number of persons indicated for a fourteen-day period. These supplies will be maintained under the control and supervision of the sector wardens of the floors for which specific supply points are designated in paragraph 15 below. Sector wardens will be responsible for issuing supplies to meet the needs of the teams responsible for feeding personnel in shelter areas.

SUPPLY POINTS	FLOOR	CORRIDOR	RING	(14 Day Supply for Each Individual) PERSONNEL
1	Between 4-5 floors	Corridor 1 Ramp	A	4,000
2	Between 4-5 floors	Corridor 10 Ramp	A	3,840
3	Between 3-4 floors	Corridor 4 Ramp	A	1,500
4	Between 3-4 floors	Corridor 7 Ramp	A	1,495
5	3rd floor	Corridor 10	A	1,200
6	3rd floor	Corridor 6	A	2,436
7	Between 2-3 floors	Corridor 10 Ramp from Concourse		4,040
8	Between 2-3 floors	Corridor 1 Ramp from Concourse		4,055
9	Between 2-3 floors	Corridor 4 Ramp	A	1,520
10	2nd floor	Corridor 8	A	3,450
11	Between 1-2 floors	Corridor 4 Ramp	A	1,498
12	1st floor	Corridor 7	E	1,498
13	Between 1-2 floors	Corridor 7 Ramp	A	1,340

SUPPLY POINTS	FLOOR	CORRIDOR	RING	(14 Day Supply for Each Individual) PERSONNEL
14	1st floor	Corridor 6	A	2,500
15	1st floor	Corridor 6	E	1,498
16	Basement	Foot of stairway 64E		3,000

15. Supplies will be drawn from supply points as follows:

a. Fifth and fourth floor ring wardens will obtain supplies from supply points 1-2-3.

b. Third floor ring wardens will obtain supplies from supply points 4-5-6.

c. Concourse ring wardens will obtain supplies from supply points 7-8.

d. Second floor ring wardens will obtain supplies from supply points 9-10-11.

e. First floor ring wardens will obtain supplies from supply points 12-13-14.

f. Mezzanine ring wardens will obtain supplies from supply point 15.

g. Basement ring wardens will obtain supplies from supply point 16.

SECTION VIII TRAINING.

16. Training in all aspects of shelter management, as directed by the Office of the Secretary of Defense, will be announced by separate instructions.

SECTION IX GENERAL.

17. a. Shelterees shall be divided into units of from 10 to 15 persons each.

b. Smoking shall be controlled as required by the safety and well-being of the shelterees.

c. Smoking will not be permitted during sleeping hours.

d. Matches and cigarettes shall be extinguished in appropriate receptacles.

e. Shelterees shall watch for and report any potential fire.

f. Use of the shelter area as outlined in the floor plan layout shall be adhered to.

g. Interpersonal conflicts shall be resolved by wardens, if possible.

h. Serious violations, such as assault, revolt against authority, etc., shall be dealt with quickly and forcefully by shelter authority. Assistance may be obtained from the US Special Police.

i. Shelterees shall stay clear of furniture and other objects that are subject to unpredictable movement to the extent possible.

G. O. Jacobs

G. O. JACOBS
Colonel, TC
Army Headquarters Commandant

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ANNEX A

DAILY SCHEDULE

Time	All	Staff	Feeding	Health and San.	Radiol.	Safety	Communi-cations
(a.m.) 7:00	Lights on			24-hr. service	Monitor	24-hr. watch	24-hr. comm. monitoring
7:30	Receive daily rations		Distrib. food and water				
8:00	Breakfast				Monitor		
8:30	Morning cleanup work details			San. inspection	Report to control point	Safety in-spection	
9:00	Sick call	Staff meeting		Check Sick Call line	Monitor		
9:30	General meeting	Conduct meeting; give announcements					
10:00	Information and training sessions			Teach classes	Teach classes Monitor	Teach classes	
10:30	Information and training sessions			Teach classes	Teach classes	Teach classes	

Time	All	Staff	Feeding	Health and San.	Radiol.	Safety	Communi-cations
(a.m.) 11:00	Information and training sessions			Supervise training sessions	Teach classes Monitor	Teach classes	
11:30	Free time	Council meeting					
Noon	Lunch		Distrib. Food		Monitor		
(p.m.) 1:00	Recreation				Monitor		
1:30	Recreation						
2:00	Afternoon cleanup			Afternoon cleanup and inspection	Monitor		
2:30	Fire and evacuation drill					Fire and evacuation drill	
3:00	Information and training classes			Teach classes	Teach classes	Teach classes	
3:30	Information and training classes			Teach classes	Teach classes	Teach classes	

Time	All	Staff	Feeding	Health and San.	Radiol.	Safety	Communi-cations
4:00	Free time	Staff meeting			Monitor		
4:30	Free time						
5:00	Dinner		Distribute food		Monitor		
6:00	General meeting	Conduct general meeting			Monitor		
6:30	Recreation and enter-tainment			Evening cleanup			
7:00	Recreation and enter-tainment				Monitor		
7:30	Recreation and enter-tainment						
8:00	Moderate quiet hour; group inter-ests and discussions				Monitor		

Time	All	Staff	Feeding	Health and San.	Radiol.	Safety	Communi-cations
8:30	Moderate quiet hours, etc.						
9:00	Moderate quiet hours, etc.				Monitor		
9:30	Free time	Staff meeting					
10:00	Free time				Monitor		
10:30	Free time			Sanitation inspection		Safety inspection	
11:00	Lights out, quiet hours				Monitor		

DRAFT ANNEX 3

SHELTER REGISTRATION FORM

NAME _____
LAST FIRST MIDDLE INITIAL

ADDRESS _____
NUMBER STREET TOWN, CITY, COUNTY STATE

TELEPHONE _____

DATE OF BIRTH _____

PLACE OF BIRTH _____

SHELTER LOCATION _____
FLOOR CORRIDOR RING ROOM

NAMES OF OTHER IN FAMILY _____

_____

_____

_____

_____

LOCATION OF FAMILY IF OTHER THAN ABOVE ADDRESS

_____

_____

_____

COMPLETE FORM AND LEAVE IT WITH YOUR RING WARDEN

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